

## Re-Assign Program Director Module

The purpose of this module is to allow the transfer of grants from one Program Director to another post referral.

- 1) In Netscape go to <http://cii.nci.nih.gov>
- 2) Then click on the NOW production link – this takes you to the **NOW Home Page** (Fig.1)
- 3) Move your pointer over “Program Activities” this will cause another menu to appear on the right
- 4) Click on “Re-Assign Program Director “ in the right most menu to get into the module (Fig.2)



Fig. 1 – NOW homepage

## Transfer a Program Director's Assignments

Please choose a Program Director whose grants are to be re-assigned. If you want all grants associated with the person, de-select the organization.

Enter query criteria

Grant Number:

PD Name:  [List](#)

PD Org:

Fig. 2 –entry screen for Re-Assign Program Director module

**You do not need to fill in all of the information.** If you have a single grant to transfer and you know the number, you may just type in the grant number. The PD name can be typed in or chosen from the List.

In the following example we will use the List.

**The scenario is to transfer a grant (1K22CA089285-01) from Anita LoMonico to Ann Heath.**

- 1) Clicking on the List option next to the PD Name text box will display a search box and a list of all the PD names in NCI (note that Fig.3 shows only a portion of the list retrieved)
  - a. You may scroll down the list and click on the PD name (Fig.4) or
  - b. You may enter the first or first few letters of the last name in the search box to limit your displayed list and click on the PD name. (Fig. 5)

**Program Directors**

Search criterion for PD Name:

PD Name	PD Code	Org Name
<a href="#">Asano, Roger L.</a>	52	RESOURCES DEVELOPMENT BRANCH
<a href="#">Asano, Roger L.</a>	52	DIAGNOSTICS RESEARCH BRANCH
<a href="#">Abrams, Jeffrey</a>	7F	CLINICAL INVESTIGATIONS BRANCH
<a href="#">Adams, Robert</a>	25	CANCER TRAINING BRANCH
<a href="#">Alexander, George A.</a>	18	OFFICE OF SPECIAL POPULATIONS
<a href="#">Alfred, Lawrence J.</a>	9M	COMPREHENSIVE MINORITY BIOMEDICAL BRANCH
<a href="#">Arbuck, Susan</a>	32	INVESTIGATIONAL DRUG BRANCH
<a href="#">Ault, Grace E.</a>	7K	TUMOR BIOLOGY AND METASTASIS BRANCH
<a href="#">Ann, Hurren M.</a>	3H	OFFICE OF CANCER SURVIVORSHIP
<a href="#">Bachinger, Cathy</a>	6G	TOBACCO CONTROL RESEARCH BRANCH
<a href="#">Bailey, Eric</a>	2K	COMPREHENSIVE MINORITY BIOMEDICAL BRANCH
<a href="#">Balford, Barbara R.</a>	3E	APPLIED RESEARCH PROGRAM
<a href="#">Barnett, Tracy</a>		OFFICE OF DIRECTOR - EXTRAMURAL ACTIVITIES
<a href="#">Battistello, Frank</a>	21	OFFICE OF SPACE AND FACILITIES PLANNING BRANCH
<a href="#">Begg, Lisa</a>	1L	CANCER TRAINING BRANCH
<a href="#">Bisler, John A.</a>	6F	GRANTS AND CONTRACTS OPERATIONS BRANCH
<a href="#">Berg, Christine</a>	2J	EARLY DETECTION
<a href="#">Berman, Jules J.</a>	8D	RESOURCES DEVELOPMENT BRANCH
<a href="#">Berman, Jules J.</a>	8D	DIAGNOSTICS RESEARCH BRANCH

Fig. 3 - the List of values for PD Name

<a href="#">Kimes, Brian</a>	23	CANCER TRAINING BRANCH
<a href="#">Klaband, Carrie CK</a>	4K	APPLIED RESEARCH PROGRAM
<a href="#">Klaband, Carrie CK</a>	4K	HEALTH SERVICES AND ECONOMICS BRANCH
<a href="#">Klaus-Kovton, Vera M</a>	1K	OFFICE OF ASSOC DIR - CENTERS, TRAINING AND RESOURCES
<a href="#">Kopelovich, Levy</a>	9F	CHEMOPREVENTIVE AGENT DEVELOPMENT
<a href="#">Krebe-Smith, Susan</a>	22	APPLIED RESEARCH PROGRAM
<a href="#">Kreps, Gary</a>	6L	HEALTH COMMUNICATIONS AND INFORMATICS RESEARCH BRANCH
<a href="#">Lawrence, Julia</a>	7C	CHEMOPREVENTIVE AGENT DEVELOPMENT
<a href="#">Le, Phong</a>	99	EXTRAMURAL FINANCIAL DATA BRANCH
<a href="#">Lieberman, Ronald</a>	41	CHEMOPREVENTIVE AGENT DEVELOPMENT
<a href="#">Lipacomb, Joseph JL</a>	3K	APPLIED RESEARCH PROGRAM
<a href="#">Lipacomb, Joseph JL</a>	3K	OUTCOMES RESEARCH BRANCH
<a href="#">Liu, Yang-Pin</a>	44	CHEMICAL AND PHYSICAL CARCINOGENESIS BRANCH
<a href="#">Liu, Yang-Pin</a>	44	Carcinogenesis Mechanisms
<a href="#">LoMonico, Anita S</a>	8B	CANCER IMMUNOLOGY AND HEMATOLOGY BRANCH
<a href="#">Longfellow, David O</a>	38	CHEMICAL AND PHYSICAL CARCINOGENESIS BRANCH

Fig. 4 – using scroll to find PD Name = LoMonico (yellow arrow)

**Program Directors**

Search criterion for PD Name:

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PD Name	PD Code	Org Name
<a href="#">Lawrence, Julia</a>	7C	CHEMOPREVENTIVE AGENT DEVELOPMENT
<a href="#">Le, Phong</a>	99	EXTRAMURAL FINANCIAL DATA BRANCH
<a href="#">Lieberman, Ronald</a>	41	CHEMOPREVENTIVE AGENT DEVELOPMENT
<a href="#">Lipacomb, Joseph JL</a>	3K	APPLIED RESEARCH PROGRAM
<a href="#">Lipacomb, Joseph JL</a>	3K	OUTCOMES RESEARCH BRANCH
<a href="#">Liu, Yang-Pin</a>	44	CHEMICAL AND PHYSICAL CARCINOGENESIS BRANCH
<a href="#">Liu, Yang-Pin</a>	44	Carcinogenesis Mechanisms
<a href="#">LoMonico, Anita S</a>	8B	CANCER IMMUNOLOGY AND HEMATOLOGY BRANCH
<a href="#">Longfellow, David O</a>	38	CHEMICAL AND PHYSICAL CARCINOGENESIS BRANCH
<a href="#">Longfellow, David O</a>	38	Carcinogenesis Mechanisms
<a href="#">Lohet, Ronald</a>	72	CHEMOPREVENTIVE AGENT DEVELOPMENT
<a href="#">Lugo, Tracy</a>	40	DIAGNOSTICS RESEARCH BRANCH

Fig. 5 – using the search to find all PD's last name starting with "L"

2) Clicking on LoMonico (PD name) brings you back to the initial search screen but now the PD Name box and the CA box are populated by your selection. (Fig. 6)

**Transfer a Program Director's Assignments**

Please choose a Program Director whose grants are to be re-assigned. If you want all grants associated with the person, de-select the organization.

Enter query criteria

Grant Number:

PD Name:  [list](#)

PD Org:

Fig. 6 - Population of the PD name and PD Org after selection from the list.



3) Clicking on the “Find Assignments” button will move you to the next screen and bring back a list of all the grants assigned to the PD (LoMonico, Anita in this example). (Fig.7)

### Transfer a Program Director's Assignments

This is the list of assignments that you have selected. You can transfer them to the Destination Program Director specified below. Only those grants that you have checked will be transferred to the New Program Director. Unchecked grants will remain assigned to their current program director.

PD Name:  [List](#)

PD Org:

Start Date New PD:

Change CA:  [List](#) Use this field *ONLY* if you wish to change the cancer activity.

Transfer?	PD Name	Grant Num	CA	PD Start Date	PD End Date
<input type="checkbox"/>	LoMonico, Anita S	1K22CA089285-01	BM	03-NOV-2000	
<input type="checkbox"/>	LoMonico, Anita S	1P01CA033941-01A1	BM	03-NOV-2000	
<input type="checkbox"/>	LoMonico, Anita S	1R13A1044394-01	BM	29-DEC-1998	
<input type="checkbox"/>	LoMonico, Anita S	1R13A1044473-01	BM	29-DEC-1998	
<input type="checkbox"/>	LoMonico, Anita S	1R13A1046075-01	BM	14-FEB-1999	
<input type="checkbox"/>	LoMonico, Anita S	1R13A1048531-01	BM	15-JUL-2000	
<input type="checkbox"/>	LoMonico, Anita S	1R13A1048532-01	BM	15-JUL-2000	
<input type="checkbox"/>	LoMonico, Anita S	1R13CA078614-01	BM	29-DEC-1998	
<input type="checkbox"/>	LoMonico, Anita S	1R13CA079960-01	BM	29-DEC-1998	
<input type="checkbox"/>	LoMonico, Anita S	1R13CA080116-01	BM	29-DEC-1998	
<input type="checkbox"/>	LoMonico, Anita S	1R13CA082190-01	BM	10-FEB-1999	
<input type="checkbox"/>	LoMonico, Anita S	1R13H1062173-01	BM	29-DEC-1998	
<input type="checkbox"/>	LoMonico, Anita S	1R15CA079301-01	BM	29-DEC-1998	
<input type="checkbox"/>	LoMonico, Anita S	1R15CA079305-01	BM	29-DEC-1998	
<input type="checkbox"/>	LoMonico, Anita S	1R21A1044738-01	BM	17-MAR-1999	
<input type="checkbox"/>	LoMonico, Anita S	1R40H82039244-01	BM	03-MAR-1999	

Records 1 to 16 of 16

Fig. 7 – List of grant assignments for PD = LoMonico, Anita

Next, you will select the grants you wish to transfer and Program Director to whom you wish to transfer the grants.

To transfer all of the grants, click on the “select all” button. This places a check mark in the “Transfer?” column next to each of the grants. To select individual grants, click in the “Transfer” column box next to the grant(s) you wish to transfer.

4) In this example, we will transfer only 1K22CA089285-01 by clicking on the box in the “Transfer “ column (Fig.8)

To select the Program Director to whom the grant(s) should be transferred, click on the [List](#) next to the PD Name box, which brings up a list of PD names associated with Cancer Activities. The process is the same as the one used in choosing the PD Name in step 1 Figures 4 and 5. You may use either the scroll (fig4.) or the search function (Fig. 5)

If the new PD is not associated with the same Cancer Activity as the PD from whom the grants are being transferred, you will have to fill in the “Change CA” box.

5) Clicking on the [List](#) next to PD Name, we will choose Anne Heath as the recipient PD. The result is shown in the top portion of Fig. 8

Notice that the PD organization for Heath, Anne K., Cancer Genetics Branch, is different from the PD Organization for LoMonico, Anita S., Cancer Immunology and Hematology Branch.

### Transfer a Program Director's Assignments

This is the list of assignments that you have selected. You can transfer them to the Destination Program Director specified below. Only those grants that you have checked will be transferred to the New Program Director. Unchecked grants will remain assigned to their current program director.

PD Name:  [List](#)

PD Org:

Start Date New PD:

Change CA:  [List](#) Use this field *ONLY* if you wish to change the cancer activity.

Transfer?	PD Name	Grant Num	CA	PD Start Date	PD End Date
<input checked="" type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1K22CA009285-01	IM	10-JUL-2000	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1K24CA092001-01	IM	05-NOV-2000	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1P01CA088961-01A1	IM	05-NOV-2000	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13A1044084-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13A1044473-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13A1046075-01	IM	14-FEB-1999	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13A1048531-01	IM	15-JUL-2000	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13A1048532-01	IM	15-JUL-2000	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13CA078614-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13CA079960-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13CA080116-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13CA082190-01	IM	10-FEB-1999	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13HL062173-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R15CA079501-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R15CA079505-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R21A1044738-01	IM	17-MAR-1999	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R43N3039244-01	IM	05-MAR-1999	

Records 1 to 17 of 17

Fig.8 - PD Name populated and grant to transfer selected.

6) Clicking on the “Transfer Selected Grants” should complete the process, but in this case an error (Fig.9) will be returned because the two Cancer Activities are not the same and the “Change CA” box has not been filled.





Fig. 9

To correct this error and complete the grant assignment transfer:

7) Use the back button of the browser to return you to the transfer page (Fig.8).

8) Now “Change CA” by clicking on the List next to the “Change CA” text box and choosing CGB (Cancer Genetics Branch) from the list.

The results are shown in Fig. 10

### Transfer a Program Director's Assignments

This is the list of assignments that you have selected. You can transfer them to the Destination Program Director specified below. Only those grants that you have checked will be transferred to the New Program Director. Unchecked grants will remain assigned to their current program director.

PD Name:  [List](#)

PD Org:

Start Date New PD:

Change CA:  [List](#) Use this field ONLY if you wish to change the cancer activity.

Transfer?	PD Name	Grant Num	CA	PD Start Date	PD End Date
<input checked="" type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1K22CA089285-01	IM	10-JUL-2000	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1K24CA092001-01	IM	05-NOV-2000	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1P01CA088961-01A1	IM	05-NOV-2000	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13A1044094-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13A1044473-01	IM	29-DEC-1998	
<input type="checkbox"/>	<a href="#">LoMonico, Anita S</a>	1R13A1046075-01	IM	14-FEB-1999	

Fig. 10 – filling in the “Change” CA box

9) Complete the process by clicking on the “Transfer Selected Grants” button.

Since the information is correctly completed this will result in a success message being displayed (Fig. 11).

